

III. CLASS RULES

- A. Read aloud each item of the rules established for your class to the students.
- B. Provide a copy in the Student Information Package.

The class rules should at a minimum include:

1. Course attendance requirements.
 2. Standards for successful course completion.
 3. Class cancellation policy.
 4. Time class will begin and end.
 5. Location of classes.
 6. Suggested dress code for class.
 7. Special equipment needs if any (i.e. BP Cuff, Stethoscope, etc.)
- C. Upon completion, read aloud the statement on the agreement page of the student information package and have the student sign appropriately.

{EXAMPLE}

EMTB CLASS RULES

- 1) No running calls from class.
- 2) No radios, tone pagers or cellular phones in class. (silent pagers are ok)
- 3) No disruptive behavior allowed. Disruptive student(s) will be dropped from class.
- 4) Active participation by all class members is expected. (Participate in all aspects of practical sessions)
- 5) No smoking, tobacco products or alcohol in classroom.
- 6) Classes will begin promptly at 7 PM. You are expected to arrive to class on time.
- 7) Anyone arriving 30 minutes after class starts will be considered absent from that class. Quizzes do not count as time class starts.
- 8) You are allowed absences for no more than 15% of the course. Absences must be made up within 2 weeks of the missed class. You will not be allowed to take the certification examination if you have more absences than 15% of the course that have not been made up. Each absence after 15% of the course will result in 1 point being removed from your final grade point average.
- 9) An overall 70% average must be obtained in order to qualify to sit for the State Certification Examination.
- 10) Anyone who falsifies information or is found to be cheating will be immediately removed from the program.
- 11) All Classes will be held in the continuing education classroom at _____ unless otherwise noted.
- 12) Class Cancellation Policy: Class will be held except in case of one the following events:
 - 1) Evening classes at _____ high school is canceled.
 - 2) You receive a phone call only from the course coordinator, John Smith.

- 13) Test books and course materials: Each student is expected to have a copy of the primary text for this program. Other recommended informational sources are optional.

- The primary text for this program will be:

TITLE:

AUTHOR:

PUBLISHER:

EDITION:

OBTAINABLE FROM:

- List any other materials or books required or suggested for the program with information on how to obtain each of the items listed.